

EDITED TASK LISTING

CLASS: WAREHOUSE MANAGER I, CORRECTIONAL FACILITY

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Oversee the support functions to insure proper materials management principles and policies are followed in the purchase, receipt, storage, inventory and issuance of a large variety of materials and equipment to provide adequate quantities for institutions utilizing various resources (i.e. State Administrative Manual (SAM), Department Operations Manual (DOM), Injury, Illness Prevention Program (IIPP), State Logistic and Materials Management (SLAMM), 4D, etc. as needed.
2.	Supervise and train subordinate staff (i.e. Warehouse Workers and/or Materials and Stores Supervisors, inmate labor, etc.) to complete daily warehouse assignments utilizing various resources (i.e. warehouse equipment, institutional policies/procedures, rules, regulations, etc.) as needed.
3.	Oversee the performance of subordinate staff by monitoring daily work assignments, preparing probationary/annual/disciplinary reports, in-service training, and any other memos/reports to ensure staff are performing their duties utilizing duty statements, DOM, SAM, etc. as required.
4.	Meet with managers and staff to monitor and oversee the forecast of materials needs to create an uninterrupted flow of material without overstocking by using SLAMM, 4D, etc. as needed.
5.	Recommends elimination or reduction of inventories to comply with proper materials management principles utilizing various resources (i.e. SLAMM, DOM, Department of General Services (DGS) Reutilization Program, etc.) as needed.
6.	Review purchase documents and storeroom supply orders (Std. 115) submitted to the warehouse (i.e. program, yard, administration, etc.) and distribute to the appropriate designated area (i.e. housekeeping, stationary, food, etc.) as required.
7.	Review and update security/warehousing procedures to comply with current institutional/departamental policies and procedures utilizing various resources as necessary.

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8.	Provide management with current inventories in order to ensure that institutional needs are adequately met utilizing various reports (i.e. SLAMM, 4D, etc.) as needed.
9.	Train staff and/or inmates in order to develop a trained, efficient workforce to meet the day to day operational needs of the correctional facility in using equipment (i.e. forklift, pallet jack, hand truck, etc.) and proper materials management policies utilizing DOM, laws, rules, regulations, DGS guidelines, departmental policies and procedures, etc. as needed.
10.	Monitor and supervise ordering, receiving, inspection, tagging, stocking, storing, issuing, inventory control, efficient use of warehouse space and the distribution of publications, pamphlets, regulations, forms, equipment, furniture, computers and general office supplies to comply with institutional guidelines utilizing SAM, DOM, DGS, etc. on a daily basis.
11.	Responsible for the safety and cleanliness of the warehouse to include the retaining of all Materials Safety Data Sheets (MSDS), proper storage of chemicals, hazardous materials, eye wash stations, fire extinguishers, and provide training on material handling equipment, etc. as needed.
12.	Determine the most expedient and economical shipping method in order to comply with departmental policies and procedures utilizing traffic management and/or the bid process as needed.
13.	Prepare concise and accurate reports (i.e. stock received reports, inventory reports, property reconciliation, etc.) and disseminate to appropriate staff (i.e. Accounting, Procurement, etc.) to comply with departmental policies and procedures utilizing purchase orders, documents and the property control system as required.
14.	Recommend changes/improvements to procedures, policies and methods used by the operational staff (i.e. stores, warehouses, canteens, laundry and housekeeping, etc.) to implement changes or new procedures for the warehouse utilizing SAM, DOM, DGS, etc. as needed.

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15.	Justify new and replacement equipment and direct delivery/installation of said equipment to meet institutional needs utilizing appropriate forms/reports as required.
16.	Provide indirect supervision of inmates in order to prevent escape and/or injury by inmates to themselves, others or to property, in order to maintain the safety and security of the correctional facility utilizing Title 15, training, DOM, institutional operational procedures, etc. as needed.